



GUSTAVUS PUBLIC LIBRARY
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GUSTAVUS PUBLIC LIBRARY INTERNSHIP DESCRIPTION

Internship dates: 6/1/2020-8/28/2020
Hours: 85-100 hour temporary position
Pay: \$10/hour

This position opens for application on: 5/12/2020

This position closes for application on: 5/22/2020

Duties include but are not limited to:

- Assisting in the planning and advertising of Summer Reading activities for kids, teens, and adults.
- Preparing materials ahead of time for Summer Reading activities.
- Developing and supporting activities (in person, take-out kits, or virtual activities) for kids, teens, and adults under the supervision of the Library Programs Director. Activities may include read-alouds and other social or educational activities.
- Assisting with data recording, social media and other online activities, taking photos, recording videos, and assisting patrons with summer reading needs.
- Assisting with general projects to support the library. These projects may be in the library building if permitted (for example, organizing, labelling, and shelving tasks) or may take place outside of the library (for example putting together activity kits).

Requirements:

- Must be at least 14 years of age and currently in or about to graduate from high school (entering 9th grade in Fall of 2020).
- Must be reliable, able to work effectively with limited direction, and flexible.
- Applicants must be able to interact effectively with people of all ages including children and their caregivers.
- Must be honest, punctual, and able to participate with enthusiasm.
- Must be comfortable with a variable schedule, trying new things, and changing plans as necessary.

Work Hours: Variable. A minimum of 85 total hours and a maximum of 100 total hours.

Work Conditions: Some activities may take place inside the library building, outdoors, virtually, or off-site. There may be some amount of physical activity, cleaning, bending, and moderate lifting (under 20 lbs).

Supervisor: Jen Gardner, Library Services Director

Internship Credit: If you are interested in pursuing high school credit for this internship, the library will help to support you in accomplishing this. However, it is up to you to ensure that all hours and necessary paperwork are completed to meet the credit requirements through your school.

Employment applications are available electronically at <https://cms.gustavus-ak.gov/administration/page/cog-employment-application>. Signature can be completed at a later date. Physical copies of the application are available upon request. Send completed applications to jen.gardner@gustavus.lib.ak.us by May 22nd, 2020.

Contact Jen Gardner if you have any questions.

Email: jen.gardner@gustavus.lib.ak.us

Phone: (907) 697-2350

The City of Gustavus is an Equal Opportunity Employer.